

**BY ORDER OF THE COMMANDER  
19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE  
INSTRUCTION 31-102**



**25 JULY 2013**

**Security**

**CONTROL OF ANIMALS**

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(Colonel Tracey L. Watkins)

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This instruction implements AFD 31-1, *Integrated Defense*. This instruction establishes local policies and procedures governing the possession and control of animals and actions necessary to protect the health and safety of personnel, dependents, and animals on this installation. This instruction applies to all units, residents, and visitors on this installation. In regards to housing residents this publication will not conflict with housing closing documents. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*.

**SUMMARY OF CHANGES**

This publication has been updated with the types, numbers of animals authorized, ownership and maintenance of small caged animals in privatized housing.

**1. General.** All animals brought onto or maintained on the installation are included in the meaning of this instruction. Military Working Dogs (MWDs) are regulated by AFI 31-202 and AFMAN 31-219. Possession of an animal on base is a privilege, not a right. Violation of this instruction may result in permanent withdrawal of the privilege to maintain an animal. The privilege of maintaining an animal while residing on Little Rock Air Force Base is also dependent on the animal's behavior. The privilege may be withdrawn when the animal's continued presence constitutes a threat to the health or safety of the community, or if the animal is determined to be a nuisance.

**2. Types, Numbers of Animals Authorized on Little Rock AFB. Note: ownership and maintenance of dogs and/or cats in privatized housing will be IAW the resident guidelines, the lease, pet addendum, and the pet policy as reflected in paragraphs below pertaining to privatized housing:**

2.1. Pet owners residing in privatized base housing will register pets with the base veterinarian within five working days of occupying a house or acquiring a pet. Privatized housing residents may have no more than two dogs, or two cats, or a combination of one dog/one cat at any one time.

2.2. Litters of puppies or kittens, while not required to be registered, will be relocated prior to 120 days of age.

2.3. In addition to the pets mentioned in para 2.1, privatized housing residents may have up to two small caged pets (birds or small animals such as rabbits, gerbils, hamsters, etc.), provided they are not a nuisance to the neighborhood or damage government property. Rabbits and other such sized four legged, fur bearing animals, should be housed in a four square feet (4 SF) cage per animal over four (4) months of age.

2.4. Wild or exotic animals normally associated with zoo-type confinement or a wildlife environment (such as monkeys, skunks, raccoons, etc.) will not be maintained on the installation. Any exception to this restriction of animals, other than those listed in 2.6 and 2.7 below, must be approved by the 19 MSG/CC and/or privatized housing management. Under no circumstance will the animal be brought onto the installation until this approval has been granted.

2.5. Personnel living in dormitories or Visiting Airman Quarters are authorized small fish in properly maintained aquariums. No other animals are authorized in the vicinity of the quarters without the written permission of the 19 MSG/CC or 19 MSG/CD (issuing authority).

2.6. For privatized housing residents: A pet is considered to be a domesticated animal living in association with a household. Acceptable pets are limited to dogs, cats, and caged animals IAW 2.1 and 2.3 above. A pet that weighs more than 100 lbs will not be accepted. Certain breeds of dogs are not allowed, including Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier, Pit Bull Mixes), American Bulldogs, Rottweiler, Doberman Pincher, Chow and Wolf Hybrids.

2.7. Farm animals, with the exception of horses, are not permitted on the installation without written permission from the 19 MSG/CC or 19 MSG/CD (issuing authority). Horses are to

be maintained at the base stables. Farm animals are defined as those animals normally raised for profit, such as cattle, sheep, pigs, and chickens.

2.8. Personnel will not maintain breeding or boarding kennels, aviaries, or other multiple animal shelters on Little Rock AFB.

2.9. Pets are not permitted on the flightline. Service dogs are permitted in public areas so long as they are on a leash or harness and in the company of the owner. Military working dogs are permitted in all buildings and areas when on official business and accompanied by the handlers.

### **3. Registration of Animals.**

3.1. All dogs and cats maintained by personnel on base must be registered with the base veterinarian within 1 week of acquisition, or within 1 week of arrival, or at the age of 3 months, whichever comes last. However, members bringing service animals or MWDs to base lodging are not required to register their service animal with the base veterinarian.

3.1.1. The official rabies certificate issued by the base veterinary clinic will serve as certification of registration. Dog and cat owners must maintain the official rabies certificate and be able to produce it upon request to Security Forces, privatized housing or Military Public Health. A registration tag will be provided to the owner for placement on the animal's collar, and shall be worn by the animal any time it is outside the owner's quarters. Pet owners must notify the base veterinary clinic when a registered animal dies, leaves the area, or ownership changes.

3.2. Small caged animals, birds, and fish do not require registration.

3.3. Newly arrived horses on the installation will be subject to a 14-day quarantine at the base stables. The quarantine and registration of newly arrived horses will be accomplished through the stable manager. The owner will provide a valid health certificate signed by an accredited veterinarian and issued within the last 30 days. The health certificate must indicate the horse has been tested for Equine Infectious Anemia (EIA) and found to be negative within the last 6 months. Immunization requirements for horses maintained on base will be in accordance with the established herd health program.

3.4. Transient animals: Transient animals cannot stay on Little Rock AFB for longer than 30 days and they will be controlled as follows:

3.4.1. Personnel residing on base are responsible for pets belonging to guests and will ensure the pets do not pose a threat to the health or safety of the community. In this case, the two pet rule may be exceeded by no more than two additional animals for a period not to exceed 30 days.

3.4.2. Authorized sponsors of pet shows, rodeos, horse shows or other activities bringing transient animals onto the installation will notify the base veterinarian at least 30 days prior to the event and provide an estimate of the number and type of animals participating. All horses will be accompanied by a certification that the animal has been tested for and found to be negative for EIA in the 12 months prior to arrival.

3.4.3. All transient animals originating outside the State of Arkansas will be accompanied by a valid health certificate signed by an accredited veterinarian stating the animal meets all requirements of the State of Arkansas. The base veterinarian shall have

the authority to deny entry to or cause removal of any animal determined to represent a reasonable threat to the health or safety of persons or other animals on the installation.

#### 4. Responsibilities of Animal Owners.

4.1. Owners are responsible for the actions of their pets and will ensure the following control measures are taken:

4.1.1. Pets will be controlled at all times to prevent them from becoming a nuisance to other persons, animals, or property. A nuisance is defined as an animal that causes annoyance (including but not limited to prolonged barking, howling, running-at-large, bad odors) or damage to private or public property. All animals will be controlled to prevent them from biting or causing injury to people or other animals.

4.1.2. Animals will not be permitted to run-at-large while outdoors except in designated pet-friendly parks. When walking an animal or letting it out of a fence or cage for any reason, a leash must be used to control the animal. At no time is an animal's leash to be released or tied to an object. At no time will an animal be fenced or caged in the front yard of a base residence or common use areas. Keeping an animal on a leash or confined within a fence, cage, house, or tied does not absolve the owner of responsibility for the animal's actions. Exception to this rule is hunting dogs that can be properly controlled during the squirrel and quail hunting periods. Hunting dogs will not be used during any other hunting season.

4.1.3. Owners are responsible for clean-up of unsanitary wastes deposited by their pets. All areas containing animals must be cleaned regularly to prevent unpleasant odors and unsanitary conditions.

4.1.4. Common use areas, such as tennis courts, golf courses, swimming pools, enclosures, playgrounds, athletic fields, base track, picnic areas, and school yards are OFF LIMITS to pets at all times. **Exception:** Pets are allowed in clearly marked areas designated as pet-friendly parks.

4.1.5. Pets left unattended in pet-friendly temporary lodging facility (TLF) rooms must be kept in a kennel for the protection of the staff personnel.

4.2. Owners are responsible for the health of their pets. Owners must ensure their pets receive adequate shelter, nutrition, and all immunizations as required by state law as well as have their pets tested and treated for parasites and other diseases which, in the judgment of the base veterinarian, constitute a health threat. The base veterinarian provides the authorized immunizations and health examinations concerned with zoonotic disease conditions, but medical care for non-zoonotic conditions and injuries is limited. Pet owners are responsible for seeking civilian veterinary care in these cases. Civilians (non-dependants) will be required to seek civilian veterinary care.

4.3. The privilege of animal ownership carries with it the responsibilities of proper care and disposition of an animal when the owner departs the installation on a temporary or permanent basis. Personnel permanently departing the installation will clear the base veterinary clinic, at which time they will be provided their pet's health records. **UNDER NO CIRCUMSTANCE WILL UNWANTED PETS BE TURNED LOOSE ON THE**

**INSTALLATION;** instead they will be turned over to an off-base shelter if a home cannot be found.

4.4. In the event of a disease outbreak, quarantine procedures may be imposed by the base veterinarian in accordance with the requirements of federal or state health officials.

## **5. Disposition of dead animals.**

5.1. Owners are responsible for the proper disposal of dead pets. Pets will not be placed in household trash for removal. Advice on disposal may be obtained from the base veterinary clinic.

5.2. Dead animals found on the installation (including roads) will be sanitarily disposed of by the base civil engineer. **Exception:** Dead animals found in privatized housing roads or common areas will be disposed of by the HP Communities, LLC. Under no circumstances will dead animals be buried on the installation.

5.3. Any animal dying on the installation is subject to a post mortem examination by the base veterinarian.

5.4. Any animal which dies after having bitten or scratched a person must be delivered to the base veterinary clinic for appropriate laboratory examination.

5.5. Disposal of game animals protected by the State of Arkansas will be made in the following priorities:

5.5.1. As directed by the Arkansas State authorities.

5.5.2. When released by the state authorities; if the owner does not want the animal then it becomes state property and must be released through disposition instructions of state game and fish authorities. This also applies to seized animals involved in abuse and neglect cases.

## **6. Action Concerning Violations of this Instruction.**

6.1. Letters of warning and orders to remove will be issued by the 19 SFS Reports & Analysis office.

6.1.1. When the owner of an animal is found in violation of any part of this instruction, 19 MSG/CC or 19 MSG/CD (issuing authority) may issue a letter of warning (LOW) to that owner. Owners receiving an LOW must provide to the issuing authority a reply with an endorsement from their Commander or First Sergeant stating what action they have taken to prevent future violations. The issuing authority must receive the reply within 14 days calendar days of the receipt of the LOW. Failure to comply with this requirement may result in an order to remove the animal from the base.

6.1.2. 19 MSG/CC and 19 MSG/CD have the authority to order the removal of any animal from the installation.

6.1.3. Failure to properly maintain control over a pet may result in the permanent withdrawal of the privilege to possess a pet on base.

6.1.4. When a letter of warning has not been previously issued and an animal is found by the issuing authority to have a vicious propensity, to have attacked in an unprovoked manner, to be a prohibited animal, or to have bitten a person with the owner failing to

produce proof of current rabies vaccination, a presumption exists that the owner will be ordered to remove the animal.

6.1.5. When an animal that was the subject of a previous letter of warning is the subject of another violation, a presumption exists that the owner of the animal may be ordered to remove that animal from the base.

6.1.6. All LOWs and orders to remove an animal will be initiated by the 19 MSG/CCE and reviewed by 19 AW/JA prior to issuance. The owner may present extenuating circumstances as justification for withdrawal of the order to remove, in writing, through the Security Forces, to the issuing authority.

6.1.7. Residents of privatized housing will adhere to the provisions of their lease, the resident guidelines, and this instruction.

## 6.2. Control of Stray Animals.

6.2.1. Security Forces will comply with local ordinances and will contact the Jacksonville Animal Shelter when a stray animal is found on the installation. The owner is responsible for all expenses and requirements for release from the Jacksonville Animal Shelter. Jacksonville Animal Shelter will hold stray animals for a minimum for three days before disposition. For all other animals (i.e. wild animals and cats) non-housing complainants should notify Civil Engineer Customer Service. CE may set up a trap at the facility. The Facility Manager will monitor the trap daily and will notify CE Customer Service if an animal has been caught. Refer to para. 5.3.3.1 for any stray animals that have been involved in bite/scratch incidents.

## 6.3. Incidents Involving Animal Bites/Scratches.

6.3.1. Security Forces must notify the 19th Medical Group Public Health Flight, the base Veterinary Service Flight and the privatized housing property manager of all animal bites/scratches that occur on base. After notification is made, the animal will be held in strict quarantine by the owner or base veterinary clinic for a period of 10 days or other appropriate action, as determined by the 19th Medical Group Public Health Flight and the veterinary clinic.

6.3.2. Small house-bound/caged animals need not be quarantined when involved in a biting incident; however, the owner may be directed to present the animal to the base veterinary clinic for examination.

6.3.3. When a wild or exotic animal is involved in a biting incident, 19 MDG Public Health and the base veterinarian will be notified immediately and Security Forces will contact the Jacksonville Animal Shelter to have them capture the animal. **UNDER NO CIRCUMSTANCE WILL A WILD ANIMAL, TO INCLUDE THOSE KEPT AS PETS UNDER COMMAND WAIVER, BE QUARANTINED AS A RABIES SUSPECT.**

6.3.3.1. When a stray or loose animal has been involved in a bite/scratch incident it will be turned over to the base veterinarian for proper disposition. Under no circumstance will the animal be turned over to the Jacksonville Animal Shelter.

## 6.4. Animals which are a Nuisance, Menace, Damage Property, or are Abused or Neglected.

6.4.1. Any person may submit a written complaint to the privatized housing office in situations where there is evidence of incidents of an animal creating a nuisance, or being a menace, or being abused or neglected. These complaints will be investigated by the privatized housing office.

6.4.2. Complaints of animal abuse or neglect may also be directed to the base veterinarian. The base veterinarian will conduct an evaluation of the animal's condition, possible or probable causes, and provide his/her recommendations to 19 MSG/CC. In justified cases, administrative follow-up by the veterinarian should include a report of findings and subsequent follow-up actions to the 19 MSG/CC. (Violations of this section may constitute an offense under state law and possibly subject the offender to prosecution in Arkansas State Court)

6.4.3. Complaints received by SFS for animal control problems in housing will be referred to the HP Communities LLC Community Director at 983-9044.

6.4.4. For Home Day Care Providers Pet Authorizations refer to AFI 34-276 or 19 SVS/SVYD.

BRIAN S. ROBINSON, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1, *Integrated Defense*, 28 Oct 2011

AFI 34-276, *Family Child Care Programs*, 1 Nov 1999

Jacksonville Animal Center

***Prescribed Forms***

None

***Adopted Forms***

None

***Abbreviations and Acronyms***

**EIA**—Equine Infectious Anemia

**LOW**—Letter of Warning



**Attachment 2**

**VACCINATION REQUIREMENTS**

**A2.1. Immunization and Test Requirements for Privately Owned Animals on Little Rock Air Force Base**

A2.1.1. Dogs.

A2.1.2. Rabies.

A2.1.2.1. First immunization - 12-16 weeks of age.

A2.1.2.2. Reimmunization - Annually.

A2.1.3. Canine Distemper/Hepatitis/Leptospirosis/Parvovirus Complex.

A2.1.3.1. Initial immunization - Started on an immunization series at 6-8 weeks of age and followed through in accordance with standard vaccination practice

A2.1.3.2. Reimmunization - Annually.

A2.1.4. Internal parasites. Annual testing with deworming as necessary.

**A2.2. Cats.**

A2.2.1. Rabies.

A2.2.1.1. First immunization - 12-16 weeks of age.

A2.2.1.2. Reimmunization - Annually.

A2.2.2. Feline Panleukopenia/Calicivirus/Rhinotracheitis.

A2.2.2.1. Initial immunization - Started on an immunization series at 6-8 weeks of age and followed through in accordance with standard vaccination practice.

A2.2.2.2. Reimmunization - Annually.

A2.2.3. Internal parasites. Annual testing with deworming as necessary.